



CITY OF ATLANTA

JOB ANNOUNCEMENT

RISK MANAGER

STARTING SALARY RANGE: \$51,739
SALARY GRADE: 27

Applications Accepted From: June 13, 2005 until Vacancy is filled

Minimum Job Requirements*

Persons applying should have a bachelor's degree in Risk Management, Finance, Accounting or a closely related field from an accredited institution; **and** at five (5) years of risk management, public sector insurance, or related experience or any equivalent combination of education and experience that provides the requisite competencies for this job.

Duties of the Job:

Purchases, coordinates and maintains all insurance and bonds for the City of Atlanta. The incumbent will be responsible for: directing Risk Management activities, managing and approving the contractual transfer of risk in all contracts and leases, analyzing and determining appropriate insurance coverage, limit and deductible, directing all safety and loss control issues within the city, planning and organizing inspections, subrogating and defending all third party claims, preparing reports and processing associated paperwork.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday
Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303
Phone: (404) 330-6369 **www.atlantaga.gov** FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHO'S QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

The examination for this job will consist of an evaluation of applicant training and experience. Any offer of employment is contingent upon the successful completion of a background investigation, verification of qualifications, drug screen and physical examination.

*Verification required prior to appointment.